

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

PROJECT/SUBPROJECT NUMBER ASSIGNMENT AND INFORMATION FORM

SEE INSTRUCTIONS ON NEXT PAGE

1. Submission: <input type="checkbox"/> Original <input type="checkbox"/> Revision	2. Program(s) (Subactivity): _____ _____	3. Project Number: _____	4. Subproject Number: _____	5. Real Property Number (if needed): R _____
6. Case File Number:	7. Submission Date: ____/____/____	8. Project Name: _____ Subproject Name: _____		9. Land Purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Description of Project: 				
11. Applicant/Vendor's Name: _____ Applicant's Address: _____ _____ Applicant's Phone Number: _____				
12. Organization Code of Lead Office: _____				
13. Organization Codes of Other Offices Charging to the Project/Subproject: _____ _____				
14a. Estimated Start Date: ____/____/____	14b. Estimated Completion Date: ____/____/____	15. Estimated Project Total Cost: \$ _____	16. Estimated Subproject Total Cost: \$ _____	
17. Project Manager's Name: _____ Project Manager's Telephone Number: _____ Project Manager's Organization Code: _____ Field Office Contact: _____ Field Office Contact Phone Number: _____				

**TRUST FUND PROJECTS (Program 7122) MAY BE AUTHORIZED AN INDIRECT COST RATE
OTHER THAN THE ANNUAL PREVAILING RATE**

18. Exception Indirect Cost Rate: _____ %	19. Under the authority of: _____
20. Approving Officer's Name (Print): _____	
21. Approving Officer's Signature: _____	
22. Title: _____ Date: ____/____/____	

FOR NATIONAL BUSINESS CENTER BC-612 USE ONLY

23. Tables: <input type="checkbox"/> IWPT <input type="checkbox"/> PROJ <input type="checkbox"/> SPRJ <input type="checkbox"/> FPCA <input type="checkbox"/> PROJEDIT
24. Vendor Number: _____
25. Agreement Number: _____
26. RA Document Number: _____
27. Input by: _____ Date: ____/____/____

28. Routing: State/Washington Office Budget; Forward to BC-612 Retained by: Requesting Office, State/Washington Office Budget

GENERAL INSTRUCTIONS

This form replaces all previous versions of project request forms, with the exception of Form 1681-3, Reimbursable Work Authorization (RWA) Inter/Intra-Agency Agreement (IA) for reimbursable projects. Complete all items appropriate for the requested project. Attach approval documents when applicable.

SPECIFIC INSTRUCTIONS

1. Checkmark if this is a first submission or a revision.
2. Identify the program(s)/subactivity(s) for this project.
3. List the Project Number assigned.
4. List the Subproject Number assigned.
5. To be assigned by Real Property (BC-653) if project is estimated to be a capitalized real property site.
6. Number assigned to the case file.
7. List the date this request was submitted.
8. Identify the name of the project/subproject.
9. Checkmark whether or not land is being purchased for this project. Two 1310-20 forms must be submitted when land is being purchased, one for the land and one for construction, using the same project number for both.
10. Explain what project is accomplishing, building, or improving.
11. List the name, address and phone number of the applicant/vendor involved in the project.
12. Identify the organization code of the office having lead responsibilities for this project/subproject.
13. Identify the other organizations which will be allowed to charge costs to this project/subproject.
- 14a. List estimated start date for this project.
- 14b. List the estimated completion date for this project/subproject.
15. List the estimated total cost for this project.
16. List the estimated total cost for this subproject.
17. List Project Manager's name, telephone number, organization code, and Field Office Contact name and phone number.
18. Enter the approved exception indirect cost rate.
19. Site the authority for the project proposal.
20. Print the approving official's name.
(The State Director)
21. Signature of approving official.
22. Title of approving official and the date signed.
23. For Business Center Accounting use.
24. For Business Center Accounting use.
25. For Business Center Accounting use.
26. For Business Center Accounting use.
27. For Business Center Accounting use.
28. Routing for this document.